

Strategies for Success

Letter of Agreement – Rebuild Colorado and K-12 School District Energy Management Training Program

Schools that make energy management practices a top priority can realize many of the following benefits:

- ☒ Save money otherwise spent on utility bills
- ☒ Forecast future utility budget needs more easily
- ☒ Reduce costs of operation and maintenance and prolong equipment life
- ☒ Create more comfortable learning and teaching environments
- ☒ Reduce budget risk of volatile or rising energy prices
- ☒ Reduce maintenance problems
- ☒ Train maintenance staff

To ensure successful energy management programs in Colorado Schools, the Governor's Office of Energy Management & Conservation's *Rebuild Colorado* is launching a comprehensive Energy Management Training program.

Rebuild Colorado Agrees to:

- ☒ Develop the content of the Energy Management Training and coordinate speakers and seminar handouts
- ☒ Provide the conferencing resources to deliver teleworkshops, webcasts, etc.
- ☒ Provide program announcements/communications materials
- ☒ Provide certificates of completion of training
- ☒ Help districts develop an energy management system that can be used for years to come
- ☒ Provide on going technical support for energy management activities

As active participants in Rebuild Colorado Energy Management Training, we agree to:

- ☒ Create top management support by adopting a Board policy statement for energy management (sample attached-modify as needed-Rebuild Colorado can help)
- ☒ Appoint a person to coordinate or “champion” the program
- ☒ Commit the champion to the Energy Management Training
- ☒ Track utility use and costs monthly
- ☒ Implement low/no cost improvement measures
- ☒ Track and report energy and environmental progress via annual report to the Board
- ☒ Build permanence into the program. Make our efforts long lasting by incorporating energy and environmental improvement into core operations.
- ☒ Seek recognition for energy and environmental efforts and share experience with other schools.
- ☒ Celebrate our achievements.

Name

Title

Signature

Date

Fax To:
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Rebuild Colorado

We're here to get you started, and see you through!

Rebuild Colorado

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Strategies for Success

School District Energy Management Program

2a. Board Policy

It is the responsibility of the district to insure that every effort is made to conserve energy and natural resources while exercising sound financial management.

In order to ensure the best use of limited tax dollars, the Board of Education and Superintendent will provide leadership in developing a realistic energy ethic and awareness of energy needs and costs, and they will support short and long range strategies in the areas of facilities management and energy awareness and conservation.

The implementation of this policy is the joint responsibility of the board members, administrators, teachers, students and support personnel and its success is based on cooperation at all levels.

Judicious use of the various energy systems of each campus will be the joint responsibility of the Energy Management Team (consisting of superintendent, principal, maintenance director, business manager and head custodian, and/or others as designated) to insure that an efficient energy posture is maintained on a daily basis. Energy management on his/her campus will be made a part of the annual evaluation of Energy Management Team members.

Curriculum will be developed to ensure that every student will participate in the energy management program in the district as an "energy saver".

Specific areas of emphasis include:

- 1) Establish an Energy Management Team.
- 2) Provide information on the goals of the energy conservation program.
- 3) Maintain accurate monthly records of energy consumption and cost of energy in tabular form
- 4) Reduce energy consumption and waste in all buildings.
- 5) Adopt energy conservation guidelines to establish district procedures for implementing the ongoing energy management program. These guidelines will be maintained by the Superintendent.
- 6) Implement low cost or no cost operation and maintenance procedures to ensure more efficient equipment operation.
- 7) Monitor the goals and progress of the energy program and report annually or as appropriate to the Board of Education and community at large.

Because the persistence at energy-saving measures relies on the adequate maintenance of equipment, a predetermined percentage of the cost savings earned as a result will be set aside for equipment maintenance.

Energy and environmental efficiency shall be a major consideration in the new construction or renovation of district facilities.

The Board of Education shall give the following priorities to the purchase of materials for district use:

- 1) Reusable
- 2) Returnable for reuse
- 3) Recyclable
- 4) Disposable

The Purchasing Department shall be responsible for ensuring that all district materials are purchased according to these priorities.

Adopted: January 1, 2005